



LEXINGTON-FAYETTE URBAN COUNTY • DIVISION OF POLICE
COMMUNICATIONS UNIT

150 East Main Street • Lexington, KY 40507
(859) 258-3600

Dispatch Information Request Form

The Communications Unit maintains records, printed and audio, pertaining to "Dispatch Records" wherein a citizen has summoned the assistance of the police and an officer(s) has responded. The unit also maintains printed records pertaining to "Calls For Service Records" wherein the police have responded numerous times to a specific address. Copies of these records, in part, are available to you upon your request for a small fee (\$.10 per printed page, \$.85 per audio cassette tape). Please note audio records are only maintained for a period of sixty (60) days.

To process your request, please provide all the requested information indicated on the reverse side of this letter. Please allow a minimum of five business days for your request to be processed. You will be contacted when your request has been processed.

If you are requesting a copy of a Complaint & Offense Report you filed with and signed before an officer, you simply need to contact the personnel at the Central Records Unit. There is a small fee associated with obtaining copies of these reports.

If you are inquiring about a Crime Analysis Report for a specific area, you will need to contact the Planning and Analysis Unit. There is a fee associated with these reports.

COMMUNICATIONS UNIT
Dispatch Information Request Form

FORM 369
(1/05)

Today's Date: _____

To: **Communications Unit Commander**
 Communications Assistant

Your Name: _____

Your Address: _____

Your Home/Work Phone Number: _____

Specifically Describe the Records Requested: _____

Date of Incident: _____

Time of Incident: _____

Date Range of Incident(s)

From: _____

To: _____

Incident Location: _____

Police Case Number: (If Known): _____

Example: 2001-00111234

**IF THE RECORDS ARE NOT INSPECTED WITHIN THE ALLOWED 30 DAYS, THEY WILL BE
RETURNED TO THE FILING SYSTEM AND THE MATTER WILL BE CONSIDERED CLOSED.**

For Communications Use Only

Date of Incident/Tape: _____ Incident: _____

Date Processed/Played/Contacted: _____ Location: _____

Event Num(s): _____

Printout ☐ Audio Tape ☐

Processed by: _____

Track #	Start	Stop	Event
---------	-------	------	-------
